

Announcement of Funding Availability

Re-release Peer Coach Services



Proposal Guidance and Instructions

AFA Title: Re-release Peer Coach Services
Targeting Region: Statewide
AFA Number: AFA 13-2016-SA

West Virginia Department of Health and Human Resources
Bureau for Behavioral Health and Health Facilities
350 Capital Street, Room 350
Charleston, WV 25301-3702

For Technical Assistance please include the AFA # in the subject line and forward all inquiries in writing to:

DHHRBHHAffirmation@wv.gov

Key Dates:	
Date of Release:	February 2, 2016
TECHNICAL ASSISTANCE MEETING:	February 8, 2016, more details to follow
Application Deadline:	March 4, 2016 Close of Business–5:00PM
Funding Announcement(s) To Be Made:	March 15, 2016
Funding Amount Available:	\$750,000.00; See Announcement for Details

The following are requirements for the submission of proposals to the BBHFF:

- ☛ Responses must be submitted using the required Proposal Template available at <http://www.dhhr.wv.gov/bhhf/afa/Pages/default.aspx>
- ☛ Responses must be submitted electronically via email to DHHRBHHAffirmation@wv.gov with “Proposal for Funding” in the subject line. Paper copies of the proposal will not be accepted. Notification that the proposal was received will follow via email from the Announcement mailbox.
- ☛ A Statement of Assurance agreeing to these terms is required of all proposal submissions available at DHHR.WV.GOV/BHHAffirmation/AFA. This statement must be signed by the agency’s CEO, CFO, and Project Officer and attached to the Proposal Template.
- ☛ To request additional Technical Assistance forward all inquiries via email to DHHRBHHAffirmation@wv.gov and include “Proposal Technical Assistance” in the subject line.

Section One: INTRODUCTION

The West Virginia Department of Health and Human Resources' Bureau for Behavioral Health and Health Facilities (BBHFF) envisions healthy communities where integrated resources are accessible for everyone to achieve wellness, personal goals and a self-directed future. The mission of the Bureau is to ensure that West Virginians with mental health and/or substance use disorders, intellectual/developmental disabilities, chronic health conditions or long term care needs experience quality services that are comprehensive, readily accessible and tailored to meet individual, family and community needs.

Within the Bureau, the Programs and Policy Section provides oversight and coordination of policy, planning, development, funding and monitoring of statewide community behavioral health services and supports. Emphasis is placed on function rather than disability, and improving planning and cooperation between facility and community-based services. Programs and Policy includes the Division on Alcoholism and Drug Abuse, Division of Adult Mental Health, Division of Child and Adolescent Mental Health, Division of Intellectual and Developmental Disabilities, and the Office of Consumer Affairs and Community Outreach.

Partnerships and collaboration among public and private systems, as well as with individuals, families, agencies and communities, are important components of the systems of care surrounding each person. The role of the Bureau is to provide leadership in the administration, integration and coordination of the public behavioral health system. The work is informed by results of a multi-year strategic planning process that includes critical partners in planning, funding and delivering services and supports.

The following Strategic Priorities guide services and service continuum development:

Behavioral Health Prevention, Treatment and Recovery System Goals	
<i>Priority 1 Assessment and Planning</i>	<i>Implement an integrated approach for the collection, analysis, interpretation and use of data to inform planning, allocation and monitoring of the WV behavioral health service delivery system.</i>
<i>Priority 2 Capacity</i>	<i>Build the capacity and competency of WV's behavioral health workforce and other stakeholders to effectively plan, implement, and sustain comprehensive, culturally relevant services.</i>
<i>Priority 3 Implementation</i>	<i>Increase access to effective behavioral health prevention, early identification, treatment and recovery management that is high quality and person-centered.</i>
<i>Priority 4 Sustainability</i>	<i>Manage resources effectively by promoting good stewardship and further development of the WV behavioral health service delivery system.</i>

This document supports interested applicants to apply for / submit proposals to the Bureau for Behavioral Health and Health Facilities (BBHBF) for consideration. There may be more than one grant awarded in the region, but targeted program funding availability will not exceed the amounts listed in Section Two: ***Service Development*** of this document. Funding will be awarded based on accepted proposals that meet all of the required criteria contained within this document.

Section Two: **SERVICE DEVELOPMENT**

TARGET AREA: STATEWIDE FUNDS AVAILABLE: \$750,000.00	
Peer Coach	<ul style="list-style-type: none"> ○ Target Population: Men or Women experiencing substance abuse and/or co-occurring issues ○ Caseload: 20-30 recovering individuals
<i>Maximum: \$35,000.00 per FTE (\$3,500.00 per FTE to be used as direct support funding)</i>	

What is a Peer (Recovery) Coach? A Peer (Recovery) Coach is a person with lived experience who helps remove personal and environmental obstacles to recovery and links the newly recovering person to the recovering community, and serves as a navigator and mentor in the management of personal and family recovery, specifically the coach will:

1. Help to initiate and sustain an individual/family in their recovery from substance use and/or co-occurring disorders
2. Promote recovery by removing barriers and obstacles to recovery
3. Serve as a personal guide and mentor for people seeking, or already in recovery
4. Help an individual find resources for harm reduction, detox, treatment, family support and education, local or online support groups; or help a create a change plan to recover on their own
5. Help individuals find ways to stop using (abstinence), or reduce harm associated with addictive behaviors

What Peer (Recovery) Coaches are not? Peer Coaches do not address the past, do not address trauma and there is little emphasis on feelings. Peer Coaches are unlike licensed addiction counselors in that coaches are non-clinical and do not diagnose or treat addiction or any mental health issues, but coaches may assist the individual to access clinical services.

Credentials: Require, at minimum, a high school degree or recognized equivalent; lived experience with substance use challenges (history of criminal justice involvement preferred); involved with a personal support and/or recovery system; reside in stable, recovery-oriented housing the last six (6) months; have no legal involvement within the last six (6) months and/or pending legal issues; no intensive behavioral health treatment involvement within the last six (6) months to include intensive services, crisis stabilization/detoxification services, residential treatment services and/or psychiatric hospitalization.

Section Three: **PROPOSAL INSTRUCTIONS**

All proposals for funding will be reviewed by the BBHMF staff for administrative compliance, service need, and feasibility. Proposals must contain the following components:

- ✿ A completed Proposal Template, available at:
<http://www.dhhr.wv.gov/bhhf/afa/Pages/default.aspx>
- ✿ A Proposal Narrative consisting of the following sections:
 - ✓ Statement of Need and Population of Focus,
 - ✓ Proposed Evidence-based Service/Practice,
 - ✓ Proposed Implementation Approach,
 - ✓ Staff and Organization Experience, and
 - ✓ Data Collection and Performance Measurement.

Together these sections may not exceed **seven (7)** total pages. The Reference/Work Cited Page will not count towards this page limit. Applicants must use 12 point Arial or Times New Roman font, single line spacing, and one (1) inch margins. Page numbers must also be included in the footer. The following is an outline of the Proposal Narrative content:

- ✓ Statement of Need and Population of Focus: Describes the need for the proposed service(s). Applicants should identify and provide relevant data on the target population to be served, as well as the geographic area to be served to include specific Region/county(ies) and existing service gaps.
- ✓ Proposed Evidence-Based Service/Practice: Clearly delineates what program / service is being proposed and sets forth goals and objectives for the proposed project listing all evidenced-based practices (EBPs) that will be used.
- ✓ Proposed Implementation Approach: Describes how the Applicant intends to implement the proposed service(s) to include:
 - *Description of the strategies/service activities proposed to achieve the goals and objectives identified above, who is responsible for action, and a one (1) year/ twelve (12) month timeline for these activities. Including all project initiation phases such as planning/development, training/consultation, implementation, and data management;*
 - *A table listing any organization(s) that will participate in the service including specific roles and responsibilities of each; and,*

- *The unduplicated number of individuals proposed to be served annually.*

- ✓ **Staff and Organization Experience:** Describes the Applicant's existing capacity to carry out the proposed service(s) to include its experience and qualifications to reach and serve the target population.
- ✓ **Data Collection and Performance Measurement:** Describes the information/data the Applicant plans to collect, as well as the process for: using data to manage and improve quality of the service, ensure each goal is met and assess outcomes within the target population.
- ✓ **References/Works Cited:** All sources referenced or used to develop this proposal must be included on this page. ***This list does not count towards the seven (7) page limit*** for the Proposal Narrative.

📌 Attachment 1: Targeted Funding Budget(s) and Budget Narrative(s).

- ✓ Targeted Funding Budget (TFB) form, includes sources of other funds where indicated on the TFB form. A separate TFB form is required for any capital or start-up expenses. This form and instructions are located at <http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx>
- ✓ Budget Narrative for each Targeted Funding Budget (TFB) form, with specific details on how funds are to be expended. The narrative should clearly specify the intent of and justify each line item in the TFB. The narrative should also describe any potential for other funds or in-kind support. The Budget Narrative is a document created by the Applicant and not a BBHMF Fiscal form.

📌 Attachment 2: Applicant Organization's Valid WV Business License

Section Four: CONSIDERATIONS

LEGAL REQUIREMENTS

Eligible applicants are public or private organizations with a valid West Virginia Business License and/or units of local government. If the applicant is not already registered as a vendor in the State of West Virginia, registration must either be completed prior to award or the vendor must demonstrate proof of such application.

The Grantee is solely responsible for all work performed under the agreement and shall assume all responsibility for services offered and products to be delivered under the terms of the award. The State shall consider the designated Grantee applicant to be the sole point of contact with regard to all contractual matters. The grantee may, with the prior written consent of the State, enter into written sub agreements for performance of work; however, the grantee shall be responsible for payment of all sub awards.

START UP COSTS

Applicants who wish to request reasonable startup funds for their programs must submit a separate “startup” target funded budget (TFB) and budget narrative along with their proposals. For the purposes of this funding, startup costs are defined as non-recurring costs associated with the initiation of a program. These include costs such as fees, registrations, training, equipment purchases, renovations and/or capital expenditures.

For the purposes of proposal review, all startup cost requests submitted by the applicant will be considered to be necessary for the development of the proposed program. If, when taken together, the startup costs and program costs exceed funding availability BBHMF will contact the applicant organization and arrange a meeting to discuss remedial action.

FUNDING REIMBURSEMENT

All grant funds are awarded and invoiced on a reimbursement basis. Grant invoices are to be prepared monthly and submitted with and supported by the Financial Report and Progress Report to receive grant funds. The grant total invoice should agree with amounts listed on the Financial Report and reflect actual expenses incurred during the preceding service period. All expenditures must be incurred within the approved grant project period in order to be reimbursed. Providers must maintain timesheets for grant funded personnel and activities performed should be consistent with stated program objectives.

ALLOWABLE COSTS

Please note that Departmental Policies are predicated on requirements and authoritative guidance related to Federal grants management and administrative rules and regulations, Grantees shall be required to adhere to those same requirements when administering other DHHR grants or assistance programs, the source of which is non-Federal funds (e.g. state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

COST PRINCIPLES

Subpart E of 2 CFR 200 establishes principles for determining the allowable costs incurred by non-Federal entities under Federal awards. The Grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether the Department is funding this grant award with Federal pass-through dollars, state-appropriated dollars or a combination of both.

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles and audit requirements for Federal awards to non-

Federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing Federal grant programs. The Grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether the Department is funding this grant award with Federal pass-through dollars, state appropriated dollars or a combination of both.

REGIONS IN WEST VIRGINIA

The WV Bureau for Behavioral Health and Facilities utilizes a six (6) Region approach:

Region 1: Brooke, Hancock, Marshall, Ohio, and Wetzel Counties

Region 2: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton Counties

Region 3: Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood Counties

Region 4: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur Counties

Region 5: Boone, Cabell, Clay, Kanawha, Lincoln, Logan, Mason, Mingo, Putnam, and Wayne Counties

Region 6: Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, and Wyoming Counties

